Roles and Responsibilities

A **responsibility** is a predefined set of windows, menus, actions, data sets, and reports to which you have access. Your responsibilities define your particular level of authority and access when using the system.

Responsibilities are defined in SFA FMS by the system administrator and assigned to your User Name. Each user has at least one responsibility, and several users can share the same responsibility. If the system administrator assigns you multiple responsibilities, you will be prompted to select a responsibility from the Responsibilities window after you sign-on to FMS.

For Phase III FMS, the two questions that must be resolved before design of the responsibility structure are:

- **Will supplier data be maintained by the program area teams or centrally by the CFO teams?**
- **How will the internal control line be drawn between creation and approval of invoices and payment batches?**

CFO	Ext	Responsibility	Comments
		### *Phase II Responsibilities**	
		* Not all Phase II responsibilities are identified, only those responsibilities that may be applicable to Phase III.	
	Channel Program	***SFA Program Annual Inquiry*** This responsibility has the capability to access, query, and review Form 2000 Annual Reports with a Status of Submitted, Accepted, or Rejected. Users assigned this responsibility can also access and review the FFEL GA Account Mapping Form and run reports.	
SFA CFO		***SFA Program Payables*** This responsibility has the capability to access, query, and review invoices in AP. Users assigned this responsibility can perform funds checking, approve an invoice, and place and release holds on an invoice. They can also create invoices and credit memos in AP. Additionally, this responsibility can access, query, and review payment batch information and supplier information and run reports.	
SFA CFO		***SFA CFO Payables Super User*** This responsibility has the capability to access, search	This will most likely need to be split into two separate

CFO	Ext	Responsibility	Comments
		for and view invoices. Users assigned this responsibility can also modify or create invoices. This responsibility can also create, modify, format and confirm payment batches. Additionally, users with this responsibility are also responsible for the set up and maintenance of the Account Payables module and supplier information.	separate responsibilities – one for the people who will work with invoices, one for the people who maintain supplier data
SFA CFO		**SFA CFO Payments Manager** This responsibility has the capability to create, modify, format, and confirm payment batches. Users assigned this responsibility can also access, search for, and view invoice and supplier information.	
SFA CFO		**SFA CFO Program Accounting Super User** This responsibility has the capability to set-up and maintain Program account mapping and splitter extension information.	
	ED CFO	**SFA ED CFO General Ledger Super User** This responsibility has the capability to consolidate data from the SFA FMS GL structure to the ED CFO GL structure. Users assigned this responsibility can summarize information and maintain account structures including set-up maintenance of the ED SFA CFO account structure.	
SFA CFO		**SFA CFO Federal Administrator** This responsibility has the capability to process Treasury Account confirmation and maintain Federal Administrator set-up.	
	Channel Program	**SFA Program Inquiry** This responsibility has the capability to access, search for and review Form 2000 Reports with a status of Submitted, Accepted, or Rejected. Users assigned this responsibility can also access and review the FFEL GA Account Mapping Form and run reports. This responsibility cannot update or modify GA Form 2000	

CFO	Ext	Responsibility	Comments
		Reports nor the FFEL GA Account Mapping Form.	
		### *Phase III Responsibilities**	
		* The following responsibilities must be filled when Phase III FMS is live. Phase III Responsibilities may require a re-organization of some existing Phase II Responsibilities.	
SFA CFO	Channel Program	*Interface Manager – Name of existing position/ role within Program Team and CFO Team* The Interface Manager coordinates the transfer of the files from the program area feeder systems to FMS. In the case of some program interfaces, there will be an Interface Manager on the Program team and also on the FMS team. (For submission and receipt of the interface file, or management and monitoring of the scheduled job which kicks of the send/receipt of the interface file.)	
SFA CFO	Channel Program	*Functional System Administrator* This administrator will take care of requests to add new users to the application, including assigning passwords. Additionally, this administrator will handle password change requests. *The functional system administrators must all follow the same procedures for adding new users and use consistent nomenclature.*	
	State Agencies	*External State Inquiry* This role allows the user to view existing monthly, monthly/quarterly and annual reports.	
	State Agencies	*External State User* This role allows the user to view, create, edit and save monthly, monthly/quarterly and annual reports.	
	State Agencies	*External State Manager* This role allows the user to view, create, edit and save monthly, monthly/quarterly and annual reports. Additionally, this role also allows the user to submit monthly, monthly/quarterly and annual reports to	

CFO	Ext	Responsibility	Comments
		SFA.	
SFA CFO	Channel Program	**_Program Area Interface Data Content Reviewer_** This role allows the user to review the data transferred to FMS for accuracy.	

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